

Claims MUST be received in the CUPE 3904 office by March 31, 2020!

PROFESSIONAL EXPENSE REIMBURSEMENT LOTTERY

ELIGIBILITY: Unit 1 members with part-time appointments (i.e. less than 9 hours per week) in the current semester are invited to apply for grants of \$250.00 for the purposes of professional expenses. Awards will be distributed for the Fall and Winter semesters. If we receive more applications than the number of awards available in a semester, then the recipients will be chosen by means of a lottery draw. **All the information below must be completed fully to be eligible for the lottery!**

Surname (Last Name): First Name:

Department: Course Code: Fall: Winter:

Ryerson Email: Home or Cell Number:

Current Mailing / Street Address:

City: Province: Postal Code:

Please check off one or more of the eligible expenses from the list below. You are required to keep your receipts for CRA purposes. Do NOT submit your receipts with this form.

Membership fees in learned societies and professional organizations.

Registration fees for meetings of learned societies, other professional organizations, conferences, seminars, workshops and similar professional activities.

Travel, accomodations and associated expenses related to meetings, conferences, siminars, workshops, study leave or similar professional activities not covered by or in excess of monies available from other funds for similar purposes.

Books and subscriptions to scholarly journals.

Expenses associated with teaching responsibilities or professional programs.

Signature

Date

FOR OFFICE / ADMINISTRATION USE ONLY

APPROVED BY:	AMOUNT:		ACCOUNT
	\$ 250.00		2165
DATE:			\$ 250.00

Please mail or drop your completed form off to the CUPE office:

(Claim forms sent by email will NOT be accepted)

350 Victoria Street, POD 156B, Ryerson University, Toronto, ON M5B 2K3
Our office is in between the Alterna Credit Union and the Cafeteria